



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 4-5-17	<u>Interviewer:</u> Mohammed Cato	RFA #17 – 27
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> ext. [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> Staff		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> [REDACTED], staff, ext. [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male x Female ☐ Administrator ☐ Faculty ☐ Staff x Student ☐
 Concern Regarding: Male ☐ Female x Administrator ☐ Faculty ☐ Staff x Student ☐

Category: *(Please check at least one)*

- | | | | | |
|--------------------------------------------------------|-------------------------------------------------------|---------------------------------------------|-------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
4/4/17	Langley talks to [REDACTED]	[REDACTED] has an EEO related concern that he'd like to receive some assistance on.
4/5/17	MC sends an email to [REDACTED]	MC sends [REDACTED] an email to schedule a meeting
4/5/17	MC and [REDACTED] talk on the phone and schedule a meeting	
4/6/17	MC and [REDACTED] and meet	MC explains the Discrimination Complaint Procedure including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. [REDACTED] shares that he has concerns about an employee [REDACTED] that works in close proximity to him. [REDACTED] says that [REDACTED] touches him inappropriately (has brushed [REDACTED] shoulder down to his hands on a couple of occasions, has rubbed his chest area with her hand while holding his waist, does not recognize social cues and has yelled out profanities on several occasions, has

		held his hand in a vice grip and has put her hands on his waist and pulled him in closer). ■■■ expresses interest in handling matters informally. Ideally, he would like the behavior to stop and for ■■■ to be relocated.
4/12/17	■■■ emails MC	■■■ wants to know what the next steps are
4/13/17	MC leaves a voicemail for ■■■ and emails him	MC explains that he would be happy to discuss more specifics with ■■■
4/14/17	SGS and MC call ■■■	SGS and MC give ■■■ a heads up that they plan on reaching out to ■■■ due to concerns raised by ■■■. ■■■ informs SGS and MC that ■■■ is ■■■ immediate supervisor. They indicate that they will reach out to ■■■ t
4/14/17	MC leaves a voicemail for ■■■	
4/14/17	MC talks to ■■■	MC reminds ■■■ that ■■■ indicated that he wanted to handle matters informally. ■■■ confirms that this is the case. MC lets ■■■ know that he has reached out to ■■■ and plans on contacting ■■■ immediate supervisor. MC also lets ■■■ know that Mallory Sullivan will likely meet with ■■■ to discuss his concerns. MC indicates that EOO doesn't issue sanctions or discipline and that he can't guarantee that ■■■ will be relocated. Leadership determines discipline.
4/14/17	■■■ leaves a voicemail for MC	
4/17/17	MC leaves a voicemail for ■■■	
4/18/17	MC leaves a voicemail for ■■■	
4/18/17	MC calls ■■■ sign meeting notes	■■■ signs the interview notes
4/18/17	MC calls ■■■ and informs her that ■■■ has raised concerns about ■■■ behavior in the workplace	
4-24-17	■■■ emails MC to see if MC can meet with ■■■ this week	
4-24-17	MC emails ■■■ and lets him know that they will try to schedule something during the week	
4-25-17	MC calls ■■■ to let	

	him know that Mallory is calling [REDACTED] today to schedule a meeting	
4-25-17	Mallory sets up meeting with [REDACTED]	
4-25-17	MC left a voicemail with [REDACTED] to let him know the meeting with [REDACTED] was set	
4-26-17	[REDACTED] emails MC and lets him know that he received MC's message	
4/26/2017	Mallory met with [REDACTED]	Mallory met with [REDACTED] and informed her of [REDACTED] discomfort with [REDACTED] touching him. [REDACTED] shared that a student recently also shared that they were uncomfortable with her touching them and that she has become more aware that she may be touching people more than she realizes. Mallory informed [REDACTED] about the unwanted behaviors, including touch, the instance at the Temple Bar, use of profanity, and frequent interactions (as stated on [REDACTED] statement). [REDACTED] admitted to seeing [REDACTED] at the Temple Bar and touching him during that interaction. She stated that she could recall hugging [REDACTED] at the [REDACTED], but did not recall touching him on the chest and rubbing in a circular motion or anything more specific. [REDACTED] does not recall touching [REDACTED] in the workplace, but acknowledged that she could have touched him when she was not fully aware that she was doing it. [REDACTED] was able to recall one specific instances where she admitted to using profanity in her office, but could not recall additional instances. [REDACTED] agreed to stop touching staff and students, cease use of profanities, and that she will discontinue interacting with [REDACTED] except as work duties require, which she acknowledged is little, if any. She agreed that she will not approach [REDACTED] to apologize, although she expressed that she feels badly that she made him feel uncomfortable. [REDACTED] shared that she understood that unwanted touch can cross personal boundaries and make people feel uncomfortable.
4-26-17	MC calls [REDACTED]	MC discusses Mallory's conversation with [REDACTED] to [REDACTED] thanks MC for his assistance and indicates that he would prefer for [REDACTED] to be relocated. MC reiterates that EOO does not administer discipline and that administrative leadership is responsible for that function but that he can still file a formal complaint.
4-27-17	MC leaves [REDACTED] a voicemail to give her an update on Mallory's conversation with [REDACTED]	
4-28-17	[REDACTED] leaves MC a voicemail	
4-28-17	MC calls [REDACTED] and gives her an update	

